

IRS TAX TIP 2004-12

NEED A COPY OF YOUR TAX RETURN INFORMATION?

Taxpayers have two easy and convenient options for getting copies of their federal tax return information — tax return transcripts and tax account transcripts — by phone or by mail.

A tax return transcript shows most line items from the tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. It does not reflect any changes you, your representative or the IRS made after the return was filed. In many cases, a return transcript will meet the requirements of lending institutions such as those offering mortgages and student loans.

A tax account transcript shows any later adjustments either you or the IRS made after the tax return was filed. This transcript shows basic data, including marital status, type of return filed, adjusted gross income and taxable income.

Request transcripts by calling 1-800-829-1040, or order by mail using IRS Form 4506-T, "Request for Transcript of Tax Form." Specify the type of transcript you are requesting. The IRS does not charge a fee for transcripts, which are available for the current and three prior calendar years. Allow two weeks for delivery.

If you need a photocopy of a previously processed tax return and attachments, complete Form 4506, "Request for Copy of Tax Form" and mail it to the IRS address listed on the form for your area. There is a fee of \$39.00 for each tax period requested. Copies are generally available for the current and past 6 years.

Forms 4506 and 4506-T can be found on the IRS Web site at www.irs.gov, under "Forms and Publications," or can be ordered by calling the toll-free forms and publications order line at 1-800-TAX-FORM (1-800-829-3676).

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